



# AK POKU LAW, PLLC

U.S. IMMIGRATION & TRADEMARK LAW

[www.akpokulaw.com](http://www.akpokulaw.com)

Dear Cherished Prospective Client,

## Terms And Conditions

1. We are happy to confirm your consultation scheduled for the DATE and TIME stipulated in your Calendly invitation. The appointment/consult is by telephone. This time has been set aside exclusively for your consultation, so we ask that any cancellations or requests to reschedule be made with at least 48 hours' notice. A consultation provides an opportunity to make an assessment of the case, and discuss options, costs, and timeframes available. In obtaining a consultation from our firm, you agree to the following policies:
2. Consultations are limited to discussion of immigration status/questions related to one case (individual or process). We are unable to address questions related to multiple cases (different individuals and different immigration processes) in the same consultation. Kindly note additionally, that we are unable to address different enquiries that come up after the consultation.
3. Consults are limited to review of a maximum of 2 pages of documents. We are unable to review multiple documents. Any extra document will be reviewed and billed at the hourly rate of attorney at \$350/hr.
4. A consultation, alone, does NOT create an attorney-client relationship with our office. In order to hire our firm, you will need to enter into a formal representation agreement. Unless a formal representation is prepared and signed by you during or following your consultation, our office does not formally represent you in any immigration matter.
5. Our consultation fee includes up to thirty (30) minutes of one-on-one time with attorney and consultation is CONCLUDED by one (1) additional brief follow up phone call OR one (1) additional brief follow up email. For additional inquiries that cannot be resolved with one brief follow up phone

call or email, an additional consultation must be scheduled for additional attorney time.

6. Consultation follow-ups CANNOT address new issues or additional issues not covered within the scope of the consultation. Consultation follow-ups that require further discussions or that raise new lines of inquiries would need additional consultation time to cover. For separate inquiries, we are happy to schedule a separate consultation to assist you. For the sake of emphasis, kindly note that further matters would need new consultation slots to cover and will NOT be addressed through follow-up emails.
7. Due to the constantly changing nature of immigration law, legal fee quotes provided at the time of consultation are generally valid for 30 days from the date of the consultation. After 30 days, a new consultation will be required prior to any representation.
8. The consultation fee is non-refundable for any reason. A request to reschedule the consultation must be made with at least 48 hours' advance notice prior to the scheduled consultation time at an additional fee of \$50. If notice to reschedule is less than 48 hours to consult, a new fee will be required to obtain a new time slot on our calendar.
9. Payment note: Please note that payment through credit card on our website, Venmo and PayPal have additional processing fees of 3.5% of attorney fees. On the other hand Payment through Zelle & Cashapp are FREE and have no extra fees.
10. Please email us at [hello@akpokulaw.com](mailto:hello@akpokulaw.com) if you have any questions. You may also call or text us on +1 (802) 7800 564. We are also reachable by website: [www.akpokulaw.com](http://www.akpokulaw.com)
11. Once the consultation has been paid, you will receive the calendly email invitation for the telephone meeting.

We look forward to serving you!

Respectfully,

AK Poku Law, PLLC.